

# THE TULANE STAFF ADVISORY COUNCIL



Tulane

# SAC MISSION STATEMENT

The Staff Advisory Council (SAC), established at Tulane in 1981, consists of officers, representatives from all campuses, members-at-large, and ex-officio members from the administration. As the only staff assembly recognized by the administration, the Staff Advisory Council's mission is to review matters related to all staff members and to act as an advocate, serving as the voice for all staff by formulating recommendations to the University's administration. The SAC's foremost commitment is to unite the Tulane Community in the creation of an ideal workplace while enhancing the stature of Tulane University. The SAC facilitates communication, builds community, increases recognition opportunities, and promotes personal and professional growth for staff.



# SAC OBJECTIVES

- Represent all staff in an effort to enhance the workplace environment and act as advocates for the staff's position and concerns when brought before the administration.
- Expand electronic communications to broaden dissemination of information related to the SAC and staff.
- Encourage participation in community projects and select a specific project for SAC involvement.





# SAC RESPONSIBILITIES

- Requesting official interpretation or clarification of university policies.
- Discussing and expressing its views on matters of overall staff welfare.
- Recommending modifications of university policy.
- Suggesting staff employee representation on any appropriate university committee.
- Seeking staff employee representation on an appropriate university committee.
- Being a productive voice to further the aims of the university through improved relations among all staff employees and between all staff employees and the university administration.
- Fostering internal partnerships and external relations between staff employees, faculty, students, the greater New Orleans community.



# SAC REPRESENTATIVES: ROLE AND EXPECTATIONS

- Attend all regularly scheduled SAC meetings
  - Representatives who have two unexcused or three total absences within a year will lose their seat
  - Meetings held monthly on Wednesday afternoons
- Serve on at least one internal SAC committee
- Serve on a Senate committee if possible
- Communicate with constituents and bring issues and concerns to SAC



# SAC PROXIES: ROLE AND EXPECTATIONS

- Encouraged to attend all regularly scheduled SAC meetings
- May serve on internal SAC committees
- May serve in place of an absent representative for a given meeting
- May be elevated to representative in the event of a vacancy in their district



# INTERNAL SAC COMMITTEES

- Community Service
- Health and Wellness
- Staff Appreciation
- Staff Issues
- Electronic Technologies and Information/Communication
- Ad hoc committees
  - Constitution committee
  - Football game
  - Tuition Waiver 101



# SAC COMMITTEE INITIATIVES

- Toy Drive, School Supply Drive, and Bead Drive
- Flag Football and Group Fitness Classes
- Snoballs with President Fitts
- Dependent Tuition Waiver 101 Workshops
- Staff Appreciation Football Game





# EXTERNAL COMMITTEE MEMBERSHIP



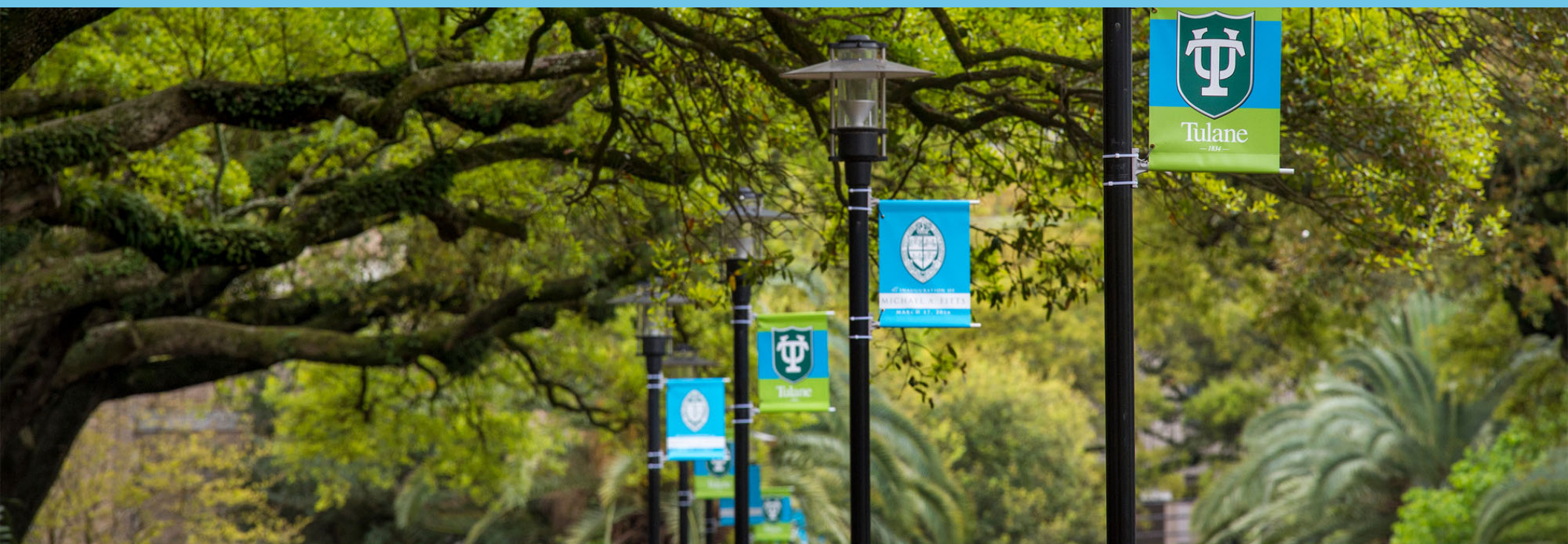
Committee	SAC Membership
Board of Administrators	Vice Chairperson
University Senate	Chairperson & 2 representatives
Senate Benefits	Chairperson & 6 representatives (3 exempt, 3 non-exempt)
Senate Budget	3 representatives
Senate Information Technology	2 representatives
Senate Equal Opportunity	6 representatives (3 exempt, 3 non-exempt)
Senate Physical Facilities	1 representative
Senate Social Issues	1 representative
Senate Committee on Committees	Chairperson

# ELECTION INFORMATION

- Staff will receive emails from SAC with nomination and election information
- Timeline
  - Nominations April 13-22
  - Elections May 4-13
- Candidates should submit bio and headshot



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